

ANALYSIS

This ordinance amends Title 2 – Administration, of the Los Angeles County Code
by:

- Repealing Section 2.08.070 (Department of Chief Administrative Office - Records management program); and
- Adding Section 2.32.370 (Registrar-Recorder/County Clerk - Records management program).

JOHN F. KRATTLI
County Counsel

By:  _____

Requested: 02-15-13
Revised: 03-12-13

ORDINANCE NO. _____

An ordinance amending Title 2 - Administration of the Los Angeles County Code, relating to the Records Management Program.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 2.08.070 (Chief Administrative Office) is hereby deleted in its entirety:

~~2.08.070 Records management program.~~

~~A. The chief administrative officer shall develop and administer a comprehensive records management program, so that appropriate control and maximum economy is realized in the creation, maintenance, protection and disposition of records and forms by all departments of the county, by all public entities, and by all public bodies for which the board is required by law to adopt an annual budget.~~

~~B. He/she shall provide counsel, assistance and direction to agencies referred to above in all matters related to the management and control of records and forms, including but not limited to correspondence management; the evaluation, design, consolidation, simplification and reproduction of forms; filing equipment and systems; records protection systems such as microfilming; storage; and disposal of records and preservation of historical documents. He/she shall prepare and maintain records management manuals which provide guidance to all agencies referred to above. He/she shall recommend to the board retention and disposition schedules for all records of agencies referred to above. Each agency whose schedule is approved by the board may make modifications thereto from time to time. Such changes must be approved by the chief administrative officer and shall in no event reduce record retention periods~~

~~below the periods required by law. He/she may require the designation of departmental records and forms coordinators.~~

SECTION 2. Section 2.32.370 (Registrar-Recorder/County Clerk) is hereby added to read as follows:

2.32.370 Records management program.

A. The registrar-recorder/county clerk shall develop and administer a comprehensive records management program, so that appropriate control and maximum economy is realized in the creation, maintenance, protection and disposition of records and forms by all departments of the county, by all public entities, and by all public bodies for which the board is required by law to adopt an annual budget.

B. He/she shall provide counsel, assistance and direction to agencies referred to above in all matters related to the management and control of records and forms, including but not limited to correspondence management; the evaluation, design, consolidation, simplification and reproduction of forms; filing equipment and systems; records protection systems such as microfilming; storage; and disposal of records and preservation of historical documents. He/she shall prepare and maintain records management manuals which provide guidance to all agencies referred to above. He/she shall recommend to the board retention and disposition schedules for all records of agencies referred to above. Each agency whose schedule is approved by the board may make modifications thereto from time to time. Such changes must be approved by the registrar-recorder/county clerk and shall in no event reduce record retention periods below the periods required by law. He/she may require the designation of departmental records and forms coordinators.